

POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.



Preschool Teacher

Position Level	ELC & SACC (Averaged – 40 weeks per year) (Including ELC Teacher)
Salary Range (Full-time)	\$73,245.00 to \$109,645 (based on skills and experience)
Reports To	ELC Director
Location	Mother Teresa Early Learning Centre
Employment Type	Part-Time
Employment Status	Permanent
Employment Term	27 January to 17 December 2021
Hours Per Fortnight	38

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	The Early Childhood Teacher (ECT) will be an active member in the Mother Teresa Early Learning Centre and will take a lead role in the design and delivery of high quality, innovative and child-centred educational programs for four year old children. The ECT will work in collaboration with the Teacher Director, other ECTs and Educators in the design, development, implementation and evaluation of curriculum consistent with the centred philosophy and the requirements of the National Quality Framework. The ECT will contribute to and support management and the professional learning of staff.
Position Duties	Preschool Teacher <ul style="list-style-type: none"> Act in a manner that promotes the best interests of the child Foster nurturing education and care interactions with children Support children to express and grow in their agency, self regulation and autonomy

	<ul style="list-style-type: none"> • Establishes and maintains an effective, and inclusive learning environment, reflective of the diversity of the learning community • Designs and develops high quality education programs consistent with the EYLF, the ELC’s philosophy and the National Quality Standards • Provides leadership and support in the documenting, observing, evaluating children’s learning and communicating children’s learning with families • Provides leadership and support in reflective practices with educators and other teachers • Maintain appropriate documentation of children’s learning as outlined in the NQS • Collect and maintain accurate and comprehensive records of children learning and development and report progress to parents/guardians in a variety of ways • Build and maintain positive and supportive relationships with families • Ensure parents are appropriately informed and consulted with about the education and care of their children • Draw on knowledge and experiences of children and their families to support children’s learning • Build learning partnerships with school staff to promote a culture and processes for continuity to support children’s transition to primary school • Build and support collaborative relationships with all staff in the ELC based on respect, trust and honesty • Engage in professional conversations and learning with other professionals as is appropriate and with the knowledge of the ELC Teaching Director • Acknowledge and support personal strengths, professional experience and the diversity within the staff team • Show care, respect and a commitment to confidentiality in all interactions with children, staff and families. • Encourage parents to become involved in the general operation and decision-making processes of the Preschool. • Adhere to mandatory reporting and child protection legislative requirements. • Participate in staff appraisal programs. • Have a commitment to improvement; personally, professionally and also with regards to the Centre
<p>Skills, Attributes and Experience</p>	<p>Successful applicants for the position will have:</p> <ol style="list-style-type: none"> 1. A willingness to support the ethos and mission of Catholic education 2. ACECQA Approved Early Childhood Teaching qualification and TQI registration 3. Actively support the ELC’s and the Catholic Education Office philosophy, policies and practices 4. Proven achievement as an ECT in a preschool or early childhood education and care context

	<ol style="list-style-type: none"> 5. Demonstrated experiences in curriculum development and documenting children’s learning 6. Commitment to providing inclusive programs which are based on the recorded observations and interpretation of children’s responses, children’s diversity, and interests. 7. Well-developed IT, verbal and written communication skills. 8. Commitment and ability to work in a dynamic team with creativity and humour 9. Commitment to individual development and improvement within the field of Early Childhood education and advocacy 10. An understanding of the implications of legal, employment and child protection policies
Qualifications	<ul style="list-style-type: none"> • Must hold a relevant Working with Children registration and Teaching Accreditation. • Must have completed relevant degree, Bachelor of Education (Early Childhood).

Key working relationships

- ELC Teacher Director
- ELC staff
- ELC Administrator
- Children and families accessing the ELC
- School staff and families
- Catholic Education Early Learning Manager
- Catholic Education Early Learning Support Service Staff
- Government Agency Staff
- Allied Agency Staff

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the ‘Apply Now’ button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au

Teaching Registration and Accreditation

Commencement is conditional upon applicants having valid teaching registrations and/or accreditations appropriate to the state and/or territory in which they will work.

NSW and ACT require different registrations and accreditations. If you are required to perform work or access information that is deemed to be working with children in both the ACT and NSW, you will be required to have valid registrations for both regions.

- ACT – Teaching Quality Institute (TQI).
- NSW – NSW Education Standards Authority (NESA).